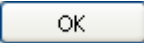# Accessing VIIS

In this chapter:

Opening VIIS
Exiting VIIS
Time Outs in VIIS

Opening VIIS

To access the VIIS Web site, do the following:

1. Open your Internet browser. To open your browser, locate the browser icon on your computer's desktop (screen with program icons). Your icon will either be for Microsoft® Internet Explorer or Netscape®. Once you have located the icon, double click on it with your left mouse button.

2. Click File and choose Open (Open Web Location in Netscape®). If you are unable to see your browser's menu bar, you may have it set to Full Screen view. To switch this view, press F11 on your keyboard. This key toggles the Full Screen view on and off.

3. Type in the full VIIS address: https://www.viis.vdh.virginia.gov, Press ⬜ OK ⬜ (Internet Explorer) or Open (Netscape®). If you do not reach the VIIS security/certificate warnings or the VIIS Login screen after correctly typing in this address, port 443 of your network's firewall may be closed. Contact your network administrator to open this port for outgoing HTTPS, which is secure HTTP.

4. Depending on your browser, you may receive one or more security/certificate warnings before the browser will open the site. Accept any warnings regarding secure connections or security certificates. Both Netscape® and Internet Explorer will give you the option of turning off these warnings for future use.
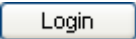
5. At the VIIS login screen, enter your organization code, username, and password. The information on this screen is case sensitive; enter the information exactly as you received it.

The information on the Login screen is case sensitive; in other words, you need to enter the data in upper- and/or lower-case, exactly how you received it.

6. Press the [Login] button.
7. The VIIS home page will now display.

Login Menu Items

At the top of the login page, four menu items appear: Home, Forms, and Related Links. By hovering the cursor over one of these menu items, you may access a drop-down menu. To select an item from the drop-down menu, simply click the desired item.

Post Login

Once in VIIS, you may access the post-login page to switch organizations, manage users, or manage your own account. To do this, simply click the Manage Access/Account menu option at the top of the screen in VIIS. The post-login page will display. For more information on the functions available on the post-login page, refer to the Managing My Account and Managing Users and Organizations chapters of this manual

Exiting VIIS

To exit from the VIIS Web site, press the logout button on the VIIS menu bar at the top of the screen. VIIS may be closed this way from any screen within the registry. Once you press the logout button, you will be returned to the VIIS Login screen. You may minimize your browser at this point by pressing in the upper right corner of your computer screen.

If you wish to close your browser completely, you may either press in the upper right hand corner of your computer screen, or you may click on File and then Close on the browser's menu bar. If you do not see the menu bar, your browser may be in Full Screen view; press F11 on your keyboard.

Time Outs in VIIS

For security reasons, your session with VIIS will time out after one hour of inactivity. A message to that effect will be displayed briefly and then the login screen will be displayed. To continue to use VIIS, you will need to log in again.